

REQUEST FOR INFORMATION (RFI)

<DEPT> <DIVISION><BRANCH/OFFICE/PROGRAM>
<SHORT TITLE OF THE SERVICE> <RFP NUMBER, IF KNOWN>

SAMPLE

Purpose of this request for information:

- ☐ To obtain community input in preparation for developing an RFP.
- ☐ To include a provider(s) in a federal grant application pursuant to section 3-143-614, HAR. If the State is awarded the grant, no RFP for this service will be issued and the provider(s) selected and named in the grant application as a result of this RFI will be awarded a contract for the service.
- ☐ Other: _____

(Briefly describe the service. If you know the RFP number, you may enter it here if it is not in the header. Are you seeking information from any specific groups?)

Example: The Department of Human services, Office of Youth Services (OYS) is requesting interested schools, community-based organizations, various consortia, and interested community members to provide information and feedback that will assist OYS in as it develops a request for proposals to procure drug and violence prevention services for youth for the period July 1, 2007 through June 30, 2008.

(Briefly describe the type of information you are seeking.) **Example:** Specifically, we would like to identify gaps in our services along the prevention, intervention, treatment, and aftercare continuum. ***(Describe where interested parties may obtain more information.)*** **Example:** Background information, a draft of the service specifications and a format for responding are available on this Procurement Notices Website under "more info," click view specifications document. ***(If you are conducting a presentation or meeting, indicate the details.)*** **Example:** We will conduct a general meeting via videoconference to provide background information, answer questions and hear your comments.

Date: March 15, 2006

Time: 1:00 p.m.

Locations:

- Keoni Ana Videoconference Center, 1177 Alakea St., Room 302, Honolulu
- Hilo Videoconference Ctr., Hilo State Office Building, 75, Aupuni St., Basement, Hilo
- Wailuku Videoconference Ctr., Wailuku judiciary Building, 2145 Main St., First Floor, Wailuku
- Lihue Video Conference Center, Lihue State Office Building, 3060 Eiwa St., Basement, Lihue

We appreciate your written comments by **<date>**

Written comments may be submitted to: **< e-mail and snail-mail address>**

Participation in this RFI is optional and not required in order to respond to any subsequent procurement the purchasing agency may take. Neither the purchasing agency or the interested party responding has any obligation under the request for information.

If you have any questions, please contact **<name, phone number, e-mail address>**.